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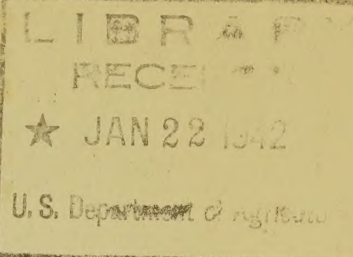
SRB-603

Issued December 29, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1942 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 603



INSTRUCTIONS FOR EXECUTING FORM 42-SR-30, "PERFORMANCE REPORT"

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PART I. GENERAL

A report of performance on Form 42-SR-30, "Performance Report-1942 Agricultural Conservation Program--Southern Region" (hereinafter referred to as Form 30), shall be executed for every farm covered by a farm work sheet, Form SR-301



except a farm where none of the interested persons will file an application for payment under the 1942 Agricultural Conservation Program, and for every farm on which a crop is planted for which marketing quotas are in effect for 1942. If a person files an application for payment under the 1942 Agricultural Conservation Program with respect to one farm, all farms in the same county in which he has an interest in the crops must be checked for performance. 1/

Performance with respect to wheat shall be checked early in the program year on each farm for which a wheat allotment is established under the 1942 program or for which a Form FCI-212W, "Application for Wheat Crop Insurance," has been accepted by the county committee. In addition, it is recommended that all farms where more than 15 acres of wheat are seeded for harvest in 1942 be checked for wheat performance early in the program year. In such cases this check of performance should be combined with the check of the stand and growth of winter legumes.

A report of performance shall in all cases cover the area of land considered as a farm under the 1942 Agricultural Conservation Program. In case no farming operations are being carried out on the farm in 1942 the notation "Not operated" must be prominently written on the face of the form. Where the land in the farm is covered by more than one enlargement a separate Form 30 should be executed with respect to each enlargement. Form 30 shall be prepared in the original only. Samples of the executed forms may be found in the appendix to these instructions.

Forms and instructions for reporting the soil-building practices carried out on the farm under the 1942 program will be issued at a later date.

The steps to be taken in executing Form 30 for a farm are as follows:

- (1) The heading and section 1 of Form 30 are to be prepared in the county office prior to the time performance is checked in the field.

1/If it is determined by the State office that it is necessary to check performance with respect to an allotment crop, other than wheat, early in the program year, in order to issue marketing cards well before harvest time, a check of performance of such allotment crop shall be made independently of the complete check of performance. In such cases it will be necessary to check the cropland on each farm. It will be necessary to check for the disposition of the small grain crops at the time cotton and tobacco are checked.



- (2) The performance reporter shall execute Sections 2 to 7 of Form 30 while he is at the farm.
- (3) The entry clerks shall enter the acreages in Sections 2, 3, and 4 and execute Section 6 of Form 30 after Forms SRS-12, "Planimeter Record Sheet" (hereinafter referred to as Form 12), have been completed for the farm.
- (4) If a field recheck of performance determinations for the farm is made the reporter and entry clerk shall execute Section 7 of Form 30.
- (5) Section 8 of Form 30 shall be filled out by entry clerks when all data to be recorded therein are available.

The entries to be made by the reporter on Form 30 are indicated by dotted lines. All entries to be made by the reporter must be made by him while he is at the farm. All other entries shall be made in the county office.

All acreages shall be expressed to the nearest one-tenth of an acre; hundredths amounting to 5 or less shall be dropped and hundredths amounting to more than 5 shall be considered a whole tenth.

No erasure shall be made on Form 30. Any correction in the data which have been entered on Form 30 shall be made by drawing a light line through the original entry (leaving it legible) and entering the correct data immediately above or beside the original entry. Each correction must be initialed at the time by the person who makes it.

The heading and Section 1 of Form 30 shall be filled out with a typewriter where practicable. If it is not practicable to use a typewriter the data in the heading and in Section 1 shall be entered with an indelible pencil or with ink. If more than one sheet of Form 30 is required for the part of one farm covered by an enlargement, the reporter shall execute the heading of additional Forms 30 and shall enter the sheet number and the total number of sheets required on each sheet used for the enlargement.

Each person who, as reporter or entry clerk, executes Forms 30 must be thoroughly familiar with all the provisions of the 1942 State handbook and the applicable provisions of SRS-9, "Standard Performance Procedure."

#### PART II. PRELIMINARY ENTRIES ON FORM 30 BY ENTRY CLERKS

Form 30 shall be prepared for use in the field by



making the following entries in the heading and in Section 1 thereof in the county office.

A. Heading: - State and County Code and Farm Serial Number.--Enter these numbers from the 1942 Farm Plan Sheet.

Enlargement Number.--Enter the number of the enlargement covering the farm in question. If the land in the farm is covered by more than one enlargement a separate Form 30 shall be prepared for each enlargement,

Location of Farm.--Enter the location or description of the farm from the 1942 Farm Plan Sheet.

B. Section 1--Names and Addresses of Operator and Landlord.--Enter the names and addresses of the operator and landlord in the spaces provided. If the landlord is also the operator, insert the word "Same" in the space for the name of the landlord and make no entry for the address of the landlord. Where separately owned tracts of land are covered by one farm work sheet, the names and addresses of all landlords interested in such tracts shall be entered, or a properly identified Form 30 may be prepared for each separately owned tract. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord; for example, "John R. Doe, Route 1, Clayton, Ga. (Cash tenant)."

Enter in the space provided the 1942 cropland acreage obtained from the 1942 Farm Plan Sheet.

Enter the name of the operator and the farm serial number in the spaces provided above Section 2.

### PART III. EXECUTION OF FORM 30 BY PERFORMANCE REPORTERS

A. Section 1--Names and Addresses of Operator and Landlord.--The reporter shall check the entries made in Section 1 by the county office and make any necessary corrections when he is on the farm by drawing a line through the incorrect data and entering the correct data therein. Do not erase the data entered in Section 1.

B. Section 2--Land Use and Disposition of Crops:--Enlargement Number.--Enter in the space provided in the heading of column B the number of the enlargement covering the fields to be listed in column A.



Field Number.--Enter in column A the number of each field or plot (outlined and numbered on the enlargement or map) on which a crop is grown in 1942 or which is idle in 1942 in a regular rotation, including cropland in orchards. Do not include fields of new land seeded to a crop in the fall of 1942 for the first time, if the crop is to be harvested in the 1943 program year. Where the check of performance is with respect to wheat only, data need be entered on Form 30 only for those fields seeded in whole or in part to wheat or wheat mixtures or in which volunteer wheat is growing. 2/

Name of Crop or Land Use.--Enter in column B the name of each crop or land use to which the land in the field or plot has been or is being devoted during the 1942 program year.

The disposition of the crop must be shown in each case where it will affect the classification of the crop, that is, whether it is an allotment crop or whether it is a soil-conserving or erosion-resisting crop. In the case of wheat indicate whether the wheat is "seeded" wheat, "volunteer" wheat, or a wheat mixture. In the case of vegetables which are not grown in home gardens, enter the notation "com." following the name of the crop if it is a commercial vegetable as defined in the State handbook.

Where an allotment crop follows another kind of allotment crop on the same acreage in 1942, the name of each crop shall be entered on a separate line. The name of each such crop except the first one shall be followed by the notation "2d", "3d", etc., to indicate which of the succeeding crops it is.

Where a field is devoted more than one time in 1942 to Irish potatoes the notation "two crops" shall be entered following the words "Irish potatoes" in order that data with respect to the total acreage of Irish potatoes may be determined.

Where an allotment crop is interplanted or strip cropped with another crop, the name of each crop shall be entered on a separate line. All such crop names shall be followed by a brace ( } ) inserted immediately to the right thereof. Following the brace shall be entered an accurate description of the method of planting or strip cropping and the width of the rows or strips, in order that the county office may be able to properly classify the land.

2/ Where the check of performance is with respect to cotton or tobacco only, all other cropland on the farm shall be classified and entered on the performance report as "Cropland."



Where small plots ( $4/10$  acre or less) in a field are devoted to a different crop or land use from an allotment crop in the field; where terraces are considered as devoted to a crop or land use different from the land between the terraces devoted to an allotment crop; or where there is a strip of idle land between an allotment crop in a field and the field boundary as shown on the enlargement or map, the acreage not occupied by the allotment crop in the field shall be determined by the reporter and entered immediately after the name of the crop. For example, if in a field of cotton the terraces are considered as devoted to corn and the land occupied by the terraces is found to be 1.1 acres, enter "Cotton (less 1.1 acres corn on terraces)" and enter on the following line "Corn (1.1 acres)."

Where a field or plot was seeded to an allotment crop which was destroyed by flood, drought, hail, freezing, insects, or other natural cause, the name of the crop destroyed and the cause of the destruction shall be entered in column B along with a description of any other use made of the land.

In the case of Georgia-Florida Type 62 tobacco, insert the notation " $4/5$ " following the name of such crop after the specifications set forth in the State handbook have been met.

Any acreages of cotton which the operator alleges to have been planted to pure strains of Sea Island cotton or American-Egyptian cotton, or which the operator alleges will produce cotton the staple of which is  $1-1/2$  inches or more in length, shall be reported separately on the Form 30 and shall be followed by the notation " $1-1/2$  inches" followed by the name of the kind of cotton.

Where an orchard is planted to a crop for harvest or for green manure or cover in 1942 or is clean tilled in 1942 or idle in regular rotation, only that acreage on which row crops such as cotton and corn may be effectively grown shall be considered as cropland for 1943. In such cases an appropriate notation, such as "Cropland in orchard 20 percent," shall be entered in column B. If a crop for which an allotment is established is planted in the orchard, the actual acreage measured from a distance  $1/2$  row width ( $1-3/4$  feet) outside of such crop strip will be considered as devoted to that crop, and an appropriate notation, such as "Cotton in orchard 50 percent," shall be entered on the following line in column B. If erosion-resisting or soil-conserving crops are grown in the orchard the actual acreage measured from a distance  $1/2$  row width ( $1-3/4$  feet) outside of such crop strip will be considered as devoted to that crop, but not in excess of that acreage on which row crops such as cotton and corn may be effectively grown. Where the acreage to be



considered as devoted to erosion-resisting or soil-conserving crops in an orchard is less than the acreage of cropland in an orchard, an appropriate notation, such as "Vetch turned under in orchard 40 percent," shall also be entered on the following line in column B.

Crops grown in home gardens shall all be reported under the name "Home garden."

Name of Producer.--Enter in column C the name of the person who, as sharecropper, tenant, or landlord, furnishes the labor with respect to each field of allotment crops. Where a farm is composed of separately owned tracts of land, the name of the landlord shall be entered above the name of the person who furnishes the labor with respect to each field of allotment crops, or a properly identified Form 30 may be prepared for each separately owned tract of land. Where a share tenant who is not also the operator of the farm has a sharecropper working under him the name of the sharecropper shall be entered following and on the same line with the name of the allotment crop, and the name of the share tenant shall be entered on the following line. In such cases a dash shall be entered in columns A and B opposite the name of the share tenant.

Where the operator is the only person interested in the allotment crops, the notation "Operator only interested person" shall be entered in column C following the name of the first listed allotment crop in lieu of entering his name for each field of such crops.

Fractional Share.--Enter in the applicable columns D, E, and F the fractional shares ( $1/2$ ,  $3/4$ , etc.) of each allotment crop in each field to which the landlord, tenant operator, and other tenant or sharecropper are entitled under the terms of the lease or operating agreement. Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent, and he is not also the operator, the subcolumn headed "landlord" shall be used to report the interest of the cash, standing-rent, or fixed-rent tenant in each allotment crop, since the landlord will not share in the crops in such cases. If one person receives all of the crop, the word "All" shall be entered in the appropriate column. Where the notation "Operator only interested person" has been entered in column C, no entry need be made in columns D, E, and F.

If there is only one producer unit on the farm the fractional shares of each allotment crop need be entered only for the first field of the crop listed.



C. Section 3--Noncrop Open Pasture Land: Field Number:--  
For farms in Oklahoma and Texas the reporter shall enter in column A the number of each field of noncrop open pasture land in the farm.

For farms in States other than Oklahoma and Texas, the reporter shall inquire of the farm operator as to the total acreage of fenced noncrop open pasture land in the farm. If the operator's estimate is not in excess of one-half of the 1942 cropland in the farm, the reporter shall write the word "Pasture" on the enlargement in each pasture in which a soil-building practice is not carried out and shall enter the producer's estimate of the total acreage of fenced noncrop open pasture in line 10, column B. In such cases it will not be necessary for the reporter to list the field numbers for fenced noncrop open pasture on Form 30 unless a soil-building practice is carried out on land in the pasture. If the operator's estimate is in excess of one-half of the 1942 cropland in the farm the reporter shall enter in column A the number of each field of fenced noncrop open pasture land in the farm which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres.

D. Section 4--Commercial Orchards--Field Number.--  
Enter in column A from the enlargement or map the number of each field of commercial orchard (as defined in the State handbook) on the farm which, under normal weather conditions, will bear a crop in 1942 which may be harvested for commercial purposes. Enter in column B the kind of orchard: for example, "Peach," "Pecan," etc.

E. Section 5--Remarks:-- This section has been provided for comments or additional performance data. If the farm as constituted in 1942 does not meet the definition of a farm, enter the statement that it is not a farm and give the reason.

F. Section 6--Signatures:-- After checking all of the fields on the farm, numbering all of the plots on the enlargements, and identifying all crops and land uses, the reporter and the farm operator shall carefully examine both the enlargement and Form 30 to determine that all the essential data have been entered thereon.

The farm operator and the reporter shall then affix their signatures and enter the date thereof on each Form 30 in the spaces provided. If an authorized representative of the operator accompanies the reporter in checking the farm he shall sign Form 30, if the operator is absent, and he shall indicate the capacity in which he acts. Example: "John Doe, brother" or "Richard Roe, overseer."



G. Section 7--Record of Field Recheck: - If for any reason a reporter, assistant county supervisor, or county supervisor rechecks a farm checked by another reporter, he shall execute section 7 as follows:

- (a) Reason.--Enter a check mark (✓) in line 1 (a) in the square opposite "Request of producer" or if rechecked for any other reason enter the reason in line (b).
- (b) Portion of farm (or crops) rechecked.--Enter in line 2 a description of the area rechecked. For example: "All," "Cotton," "Portion west of road," or list the applicable field numbers.
- (c) Boundaries corrected.--List in line 3 the applicable field numbers.
- (d) Classifications corrected.--List in line 4 the applicable field numbers.
- (e) Boundaries and classification corrected by.--The reporter, assistant county supervisor, or county supervisor, as the case may be, must affix his signature and enter the date thereof in line 5.

Rechecks of performance determinations alleged by the producer to be in error shall in no case be made by the reporter who originally checked the farm.

#### PART IV. COMPLETION OF FORM 30 by ENTRY CLERKS

##### A. Section 2--Land Use and Disposition of Crops:--

The plot acreages to be entered on Form 30 shall be obtained from the boxes at the top of the plot squares on Form 12. Field acreages are to be obtained from the column headed "Total last year" or, if there is no entry in that column, from the column headed "In Field" on Form 12.

Enter in the applicable column G or H the acreage, expressed to the nearest tenth of an acre, in each field or plot listed in column A, except that:

- (1) Where the reporter has entered in column B an acreage which was not occupied by the allotment crop in the field or plot, the total acreage in the field or plot shall be entered immediately to the left of column D and shall be circled. In the latter case, the acreages devoted to the separate crops or land uses shall be entered in the applicable



lines in column G (or column H where applicable).

- (2) In the case of cropland in orchards enter in column G the acreage determined by multiplying the acreage in the field by the cropland percentage figure entered in column B.
- (3) If an allotment crop or an erosion-resisting or soil-conserving crop is grown in the orchard, enter in column H the acreage of the crop in question determined by multiplying the acreage in the field by the crop percentage figure entered in column B.

Acreages of cropland must not be duplicated in column G. 3/

Where an acreage entry in the "Total last year" column of Form 12 has been deleted and a corrected acreage figure entered therein to indicate a correction in the permanent field acreage, an appropriate notation corresponding to the following shall be entered in columns B and C: - "Field 8 corrected from 31.0 acres to 36.0 acres."

In case the notation "Error" has been made with respect to such field in one of the spaces for plot acreage data on Form 12, the amount of the error shall be entered in column G. It is necessary that this information be available when the notice of performance is prepared for the farm.

Allotment Crops:--Columns I through L.--Enter in the applicable column headed Cotton, Peanuts, etc., the acreage of the allotment crop in each field except that:

- (1) where column B indicates that an acreage of rice or wheat was destroyed by a natural cause only that part of such acreage which is not replaced by an equal acreage of the crop in question shall be entered in the applicable column for the crop provided that, in the case of wheat, approval of the county committee was obtained prior to the time the destroyed acreage was replaced,
- (2) where an acreage of cotton was destroyed and is not considered as cotton under the definition of the acreage planted to cotton contained in the State handbook, only that portion of the acreage

3/ Where a check of performance is made with respect to cotton and tobacco only, before the complete check of performance is made, the acreages of cropland in each permanent field shall be entered in column G, opposite the first plot entry for that field in column A. It is not necessary in such cases to enter the acreages of each plot in column G.



which is considered as cotton shall be entered in column I. (Examples: - Cotton allotment 20, seeded acreage 18, acreage destroyed by flood 5. Enter a total of 18 in column I. Cotton allotment 20, seeded acreage 21, acreage destroyed 3. Enter a total of 20 in column I.),

- (3) where the notation "1-1/2 inches" followed by the name of the kind of cotton has been entered in column B do not enter the acreage in column I, if:

- (a) it is determined by the county committee that the land was planted to Sea Island cotton or American-Egyptian cotton determined pursuant to the provisions of the State handbook and any other instructions issued pursuant thereto to be certified pure strains and it has not been determined by the county committee that a part or all of such cotton was not ginned on a roller gin, or
- (b) it is determined by the county committee that all cotton produced on that acreage in 1942 has been officially classified, as evidenced by a properly executed form officially proscribed for that purpose, as cotton the staple of which is 1-1/2 inches or more in length.

- (4) acreages of "wheat mixtures" and "volunteer" wheat shall not be entered in column I until it is finally determined that the acreage is to be considered as devoted to wheat.

Where tobacco and Irish potatoes are grown on the same farm a separate column shall be used for each crop and the column headings changed accordingly. 4/

Other Land Uses: Enter in column M the acreage of land classified as erosion-resisting or soil-conserving. 5/ For farms in Alabama, Arkansas, Florida, Georgia, Mississippi, Louisiana, South Carolina, Oklahoma, and in Wilbarger, Baylor, Throckmorton, Shackelford, Callahan, Coleman,

4/ Where a check of performance with respect to cotton and tobacco only is made and the entire field is not devoted to the allotment crop, the acreage to be entered in column I or K shall be taken directly from Form 12.

5/ Not applicable to Coweta County, Georgia, or Terrebonne Parish, Louisiana.



McCulloch, Mason, Gillespie, Kerr, Edwards, and Kinney Counties and all counties lying east and south of such counties in Texas, the acreage to be entered shall be the total acreage in each field devoted to the soil-conserving or erosion-resisting crops or land uses specified in the State handbook.

For farms in Texas in counties other than those indicated above the acreage to be entered shall be only that acreage of land in the field devoted exclusively throughout the crop year to the soil-conserving crops or land uses specified in the Texas State Handbook with respect to such farms.

Enter in column N the acreage of commercial vegetables.

Enter in column O the acreage of cropland in commercial orchards.

Where wheat performance is checked early in the program year, (a) enter in line 26, column B, the total acreage of volunteer wheat, and (b) enter in line 26, column C, the total acreage of wheat mixtures.

Enter in line 26, column G, and columns I through O the total of the entries in the respective columns.

If an acreage originally classified as volunteer wheat or wheat mixtures is later classified as being devoted to wheat in accordance with the definition of "acreage planted to wheat," the acreage shall be entered in column L on the applicable line and the total in line 26, columns B, C, and L corrected accordingly.

B. Section 3--Noncrop Open Pasture Land.--Enter in column B the acreages in the fields listed in column A. If an acreage has not been entered in line 10 by the reporter, enter in column B, lines 1 through 9, the acreages of the fields listed in column A and enter the total acreage in line 10, column B.

C. Section 4--Commercial Orchards.--Enter in column C the acreages in the fields listed in column A. Enter in line 10, column C, the sum of the acreages entered in column C.

D. Section 5--Remarks. The entry clerk shall review any data entered in this section by the reporter, and, if necessary, shall refer the case to the person in charge of performance in the county in order that proper action may be taken.



E. Section 6--Signatures.--The entry clerk shall affix his signature and the date thereof in line 3.

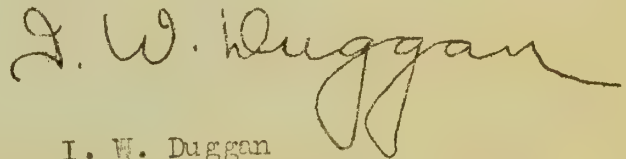
F. Section 7--Record of Field Rechecks.--If it is necessary to correct, because of a field recheck, the acreage entries on Form 30, the entry clerk making such corrections shall affix his signature and enter the date thereof in line 6.

G. Section 8--1943 Cropland Adjusted.--Instructions for executing Section 8 will be issued at a later date.

#### PART V. NOTICE OF PERFORMANCE

Written notice of the performance determinations must be forwarded to the farm operator as soon as the work in connection with each check of performance on the farm is complete. A copy of the notice of performance bearing the date on which the original notice was mailed to the farm operator shall be filed in the county office. The notice with respect to wheat performance shall set forth separately the acreage devoted to seeded wheat, wheat mixtures, and volunteer wheat. Advice as to what disposition, if any, may properly be made of excess acreages of allotment crops shall be set forth in the notice.

Issued December 29, 1941, with the approval of the Administrator.



I. W. Duggan  
Director, Southern Division







Section 1.—NAMES AND ADDRESSES OF OPERATOR AND LANDLORD:

John Doe  
Route #1, Dothan

John Doe  
Route #1, Dothan

same  
(Landlord, if other than operator)

1673  
(1942 cropland)

Section 2.—LAND USE AND DISPOSITION OF CROPS (See Reverse Side).

Section 3.—NONCROP OPEN PASTURE LAND:

FIELD No.	ACREAGE		FIELD No.	ACREAGE	
	A	B		A	B
1	6	170	6		
2	10	205	7		
3	14	215	8		
4			9		
5			10		
TOTAL			590		

Section 4.—COMMERCIAL ORCHARDS:

FIELD No.	KIND	ACREAGE		FIELD No.	KIND	ACREAGE	
		A	B			A	B
1	12	peach	93	6			
2	13	peach	142	7			
3				8			
4				9			
5				10			
TOTAL				235			

Section 5.—REMARKS:

1.
2.
3.
4.
5.

Sheet No. 1 of 2 sheets

John Doe  
(Operator)

S. J. Lee  
(Performance recorder)

J. R. Keith  
(Entry clerk)

Section 7.—RECORD OF FIELD RECHECK:

1. Reason for recheck:
- (a) Request of producer ☒
- (b) Any other reason

2. Portion of farm (or crops) rechecked cotton

3. Boundaries corrected: Fields 1

4. Classifications corrected: Fields

5. Boundaries and classifications corrected by Richard Roe 6/25/41  
(Date)

6. Acreages corrected by J.R.K. 6/26/41  
(Date)

Section 8.—1943 CROPLAND ADJUSTED:

A	B
---	---

1. 1943 cropland
2. Normal crop acreage deducted:
- (a) Wheat: (Allotment) × (Factor) =
- (b) Rice
- (c) Sugarcane or tobacco
3. 1943 cropland adjusted (line 1, col. B minus line 2, col. B)







## 754

[illegible]







## 2081



